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The preferred method of filing is electronically via the Central Post Office website www.DisclosureUSA.org. However, if you are unable to submit your filing electronically at this time, you may follow the instructions below and submit paper filings through the Central Post Office. The paper filings you submit will be converted to electronic format, indexed and forwarded to the NRMSIRs and if the filing pertains to an issuer in Michigan, Ohio or Texas to the SID.

Instructions for submitting paper filings to the Central Post Office.

1. Download a cover sheet from www.disclosureusa.org/coversheet.doc
2. Complete the coversheet and select a payment method. The charge for processing a paper filing is \$25 per document. The charge for a one-page document is the same as the charge for a 500 page document. Your filing must include a completed coversheet and payment to be processed correctly. You may use one coversheet for multiple documents or provide a coversheet for each document submitted.
3. Mail the completed coversheet, payment and documents to:

Mailing Address:
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4. Using the contact information supplied on the coversheet, an account will be created on www.DisclosureUSA.org for the contact person designated. Emails containing your account password and filing confirmation will be sent to the contact person when the filing is processed.
5. When you receive the password, you should log on to the CPO website, www.DisclosureUSA.org, to register for email reminders of future filing dates and track the processing of the filing you submitted. Save your password so you can make electronic filings in the future.

For questions regarding what information that you should be filing, please contact your financial advisor or bond counsel.